

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (x) EXISTING POSITION

PART I – Position Description

1. Agency Name Department of Children and Families	9. Position Number K0068593	10. Budget Program Number 23850
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Human Services Counselor	
3. Division West Region	12. Proposed Class Title	
4. Section Rehabilitation Services	13. Allocation	
5. Unit Vocational Rehabilitation	14. (a) Effective Date	14. (b) FLSA Code
6. Location (address where employee works) City Hutchinson County Reno	15. By: Approved	
7. (Circle appropriate time) Full time X Perm Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM	17. Position Reviews Date: By:	
Area for use by Personnel Office		

PART II – Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This is advanced professional counseling to empower people with disabilities to achieve employment as the avenue to self-sufficiency, independence, inclusion, economic equality, and integration into society. The position supports individuals with disabilities to identify their job-related goals and to develop individual plans for employment. The counselor provides or purchases a comprehensive variety of services, which may include training, physical/mental restoration, assistive technology, supported employment, and job placement. This position also provides significant counseling and guidance to help persons served identify their strengths and abilities; adjust to disability; exercise informed choice; maintain progress through their individual plans; and understand labor market trends and employment opportunities.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Dennis Ford

Title:

Position Number:

Who evaluates the work of an incumbent in this position?

Name: Dennis Ford

Title:

Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position has wide latitude for carrying out responsibilities. The counselor uses the Rehabilitation Services Policy Manual to identify applicable policies and regulations, which may be complex or technical in nature and which require careful interpretation on the part of the employee. Instructions are provided verbally or in writing/media of choice. The supervisor meets with the counselor at least monthly for a general outline of the work to be performed. The work required initiative, independent judgment, and accountability for timeliness, expenditure and outcome. The employee is required to handle many administrative details independently.

d) Which statement best describes the result of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the work flow.
(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
() Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of the action; **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is peripheral, incidental or minimal part of the position.

			<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> • Demonstrate leadership in carrying out the SRS Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public; • Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities; • Ensure that all KRS programs and services support customer engagement and informed decision-making. • Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth; • Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency; • Provide excellent customer service both internally and externally; • Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity; • Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other SRS and KRS staff; and • Work cooperatively with peers, staff, customers, community partners and the general public.
1.	20%	<u>E</u>	<p><u>Comprehensive Diagnostic Study and Eligibility Determination</u></p> <p>Conducts in-depth counseling interviews with persons with disabilities to obtain information regarding medical and family history, social functioning, education, work experience, self-perception, attitudes, financial resources, and vocational interests in order to assess each applicant's employment-related assets and barriers. Works with the medical community and vocational assessment experts to obtain appropriate medical, psychological, and vocational diagnostic services needed for eligibility determination. Explains agency services, eligibility guidelines, and client's rights and responsibilities.</p> <p>Collects and analyzes medical, psychological, vocational records and reports to determine the nature and severity of disabilities and resulting functional limitations. Confers with RS Manager, RS Program Administrator, District Medical/Psychological consultants, and other medical community resources regarding any aspects of medical, psychological, or vocational information needing clarification. Determines eligibility within 60 days and develops an appropriate eligibility certificate which documents how the impairment and any other factors constitute a substantial impediment to employment and why vocational rehabilitation services are required to enable the applicant to prepare for, enter, engage in or retain gainful employment. Completes comprehensive analysis of functional limitations, services needed, and anticipated length of services to determine the individual's priority category designation for Order of Selection and potential waiting lists for services. The RS Program Administrator and or manager review cases at least quarterly for compliance with policies and procedures.</p>
2.	30%	<u>E</u>	<p><u>Formulation and Execution of the Individual Plan for Employment (IPE)</u></p> <p>Counsels with client to negotiate and develop an IPE, placing emphasis on the determination and achievement of an appropriate vocational goal through client participation. IPE development must be completed within 120 days of eligibility determination. Establish objectives and services consistent with the vocational impediments described in the Certificate of Eligibility and the Summary of Substantial Impediments to Employment. Establish time frames for each service listed on the IPE. Develop evaluation criteria to measure the accomplishments of the IPE objectives.</p> <p>Proactively initiates ongoing contact with clients to facilitate progress through the rehabilitation process resulting in successful employment. Counsels clients in resolving a wide range of situations such as employer and co-worker relationships, housing accommodations, transportation needs, training program completion, and adjustment to disability. The RS Program Administrator and or manager reviews progress at least quarterly for compliance with policies and procedures and client satisfaction.</p>
3.	10%	<u>E</u>	<p><u>Job Placement</u></p> <p>Facilitates suitable vocational placement in competitive, integrated employment. Interprets labor market data. Provides labor market information to clients and trains them in job seeking skills. Explains job incentives such as on-the-job training and tax credits for employers. Develops jobs in coordination with employers and human service providers to insure availability of job openings for clients. Meets agency production goals to include number of rehabilitations, rehabilitation rate and average wages. RS Program Administrator and or manager reviews progress at least quarterly for employer development and direct placement activities.</p>
4.	15%	<u>E</u>	<p><u>Financial Accountability</u></p> <p>Independently authorizes expenditures of case service funds (within spending authorities) to insure quality and cost effective rehabilitation outcomes. When required, seeks supervisory approval for expenditures higher than the counselor's authority and exceptions to policy. Applies knowledge of state purchasing policies and procedures to maintain compliance for purchases of prosthetic appliances, adaptive equipment, medical treatment, occupational equipment and tools, maintenance and transportation, tuition and training supplies, home modifications, computer equipment and other planned services. Analyzes client's economic need to determine participation in cost of services. Uses knowledge of community resources and accesses other financial resources (comparable benefit analysis required by federal regulations) to reduce the KRS share of costs. The RS Program Administrator and or manager review cases</p>

			quarterly for compliance.
5.	<u>15%</u>	<u>E</u>	<p><u>Documentation and Closure Decision</u></p> <p>Organizes external source documents, such as medical records and vocational tests, into a case file. Prepares narrative to document significant client contacts for the case file to establish a record of client progress. Includes documentation of significant counseling and guidance provided, including facilitation of informed choice. Establishes and records in the case file the rationale for case closure and that substantial rehabilitation services were provided to achieve suitable employment. Documents client participation in the closure decision and client notification of appeal rights. The RS Program Administrator and or manager review cases at least quarterly for compliance with policies and procedures.</p>
6.	<u>5%</u>	<u>E</u>	<p><u>Community Outreach</u></p> <p>Establishes and maintains liaison and provides technical assistance regarding disability and independence through employment to clients, their family and support systems, community resources, businesses, government agencies, schools, health care facilities, attorneys, physicians, and social workers to educate and advocate on behalf of persons with disabilities. Provides information about rehabilitation programs and services to physicians, service providers, employers, and others to stimulate appropriate referrals, to encourage client participation, and to establish a community support system. May conduct accessibility and job modification surveys to employers. The RS Program Administrator and or manager reviews logs of community activities at least quarterly to determine that outreach goals have been met.</p>
7.	<u>5%</u>	<u>E</u>	<p><u>Collaboration</u></p> <p>Facilitates and participates in DCF collaboration efforts. Coordinates resources and makes appropriate referrals within the agency and/or to community partners. Is flexible and uses program expertise to find solutions to customer issues. Provides program specific information to all co-workers and partners as needed. Maintains knowledge and awareness of SRS programs and community resources.</p>

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unite to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

25. What hazards, risks or discomforts exist on the job or in the work environment?

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

PART III – Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

KRS standards are consistent with the education requirements of the national standard for Certified Rehabilitation Counselors (CRC). Individuals with current CRC certificates are eligible for hire. Individuals who do not have current CRC certificates may be hired under one of the following categorical standards:

Category A: Master's degree in Rehabilitation Counseling from an institution of higher education program accredited by the Council on Rehabilitation Education

Category B: Master's degree in Rehabilitation Counseling from an institution of higher education program that was NOT accredited by the Council on Rehabilitation Education plus 12 months of previous employment experience under the supervision of a CRC

Category D: Master's degree in the field of counseling (which may include degrees in counseling, rehabilitation, special education, social work, and psychology) from an institution of higher education program accredited by the Council for Higher Education Accreditation PLUS graduate level courses in all of the following areas:

1. A minimum of one course with a primary focus on the theories and techniques of counseling.
2. A minimum of one course with a primary focus on assessment.
3. A minimum of one course with a primary focus on occupational information or job placement.
4. A minimum of one course with a primary focus on the medical or psychosocial and cultural aspects of disabilities.
5. A minimum of one course with a primary emphasis on community resources or the delivery of rehabilitation services.

Category E: A Doctorate degree in the field of counseling or rehabilitation counseling (which may also include degrees in counseling, rehabilitation, special education, social work and psychology) from an institution of higher education program accredited by the Council for Higher Education Accreditation PLUS graduate level courses in both of the following areas:

1. A minimum of one course with a primary focus on theories and techniques of counseling.
2. A minimum of one course with a primary focus on medical or psychosocial and cultural aspects of disabilities.

Note: Category labels above are consistent with those published by the Commission on Rehabilitation Counselor Certification (CRCC). As CRCC does not include a Category C, the list above therefore does not include a "Category C."

Staff hired under Standards D and E will be expected to complete the required course work within seven years of the date of hire. Individualized counselor development plans are initiated to assure that these individuals stay on target in meeting the required educational standards.

28. SPECIAL REQUIREMENTS

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (Licenses, registration or certification).
- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.
- C. List preferred education or experience that may be used to screen applicants.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date